DESE 2

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION EMPLOYMENT TRAINING SECTION (573) 751-7563 FAX (573) 526-5710

INDIVIDUAL TRAINING ACCOUNT
BILLING FORM

P.O. BOX 480 JEFFERSON CITY, MO 65102

| 1. NAME OF PASTICIPANT (LAST) (PRST) (INITIAL) 2. TRAINING INSTITUTION 2. INSTITUTION ADDRESS CITY STATE 2IP CODE 4. CERTIFICATION 5. SOCIAL SECURITY NUMBER SECTION 6. 1. BILLING PERIOD START NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." 1. CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF PRINT NAME TELEPHONE NUMBER TELEPHONE NUMBER TELEPHONE NUMBER TELEPHONE NUMBER TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 CORRECTION 2. UPDATE MO 201-1246 (Rev. 2016) | SECTION A. (PLEASE PRINT OR TYPE) | |
|--|--|--|
| SECTION B. 1. GRILING PERIOD START SECTION C. 1. TOTAL TUTTON BILLED START NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." 1. TOTAL COST BILLED 4. TOTAL COST BILLED \$ SICCION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1. CORRECTION 2. UPDATE BILLING MONTH | | IRST) (INITIAL) |
| SECTION B. 1. GRILING PERIOD START SECTION C. 1. TOTAL TUTTON BILLED START NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." 1. TOTAL COST BILLED 4. TOTAL COST BILLED \$ SICCION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1. CORRECTION 2. UPDATE BILLING MONTH | | |
| SECTION B. SECTION C. 1. BILLING PERIOD START END NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | 2. TRAINING INSTITUTION | |
| SECTION B. SECTION C. 1. BILLING PERIOD START END NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | | |
| 4. CERTIFICATION 5. SOCIAL SECURITY NUMBER SECTION B. 1. BILLING PERIOD START END NOTE: When submitting Wia billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | 3. INSTITUTION ADDRESS | |
| 4. CERTIFICATION 5. SOCIAL SECURITY NUMBER SECTION B. 1. BILLING PERIOD START END NOTE: When submitting Wia billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | | |
| SECTION B. 1. BILLING PERIOD START 1. TOTAL TUTION BILLED \$ 2. TOTAL FEES BILLED \$ 2. TOTAL SUPPLIES BILLED \$ NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." 1. CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1. CORRECTION 2. UPDATE BILLING MONTH | CITY | TATE ZIP CODE |
| SECTION B. 1. BILLING PERIOD START 1. TOTAL TUTION BILLED \$ 2. TOTAL FEES BILLED \$ 2. TOTAL SUPPLIES BILLED \$ NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." 1. CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1. CORRECTION 2. UPDATE BILLING MONTH | | |
| SECTION B. 1. BILLING PERIOD START 1. TOTAL TUTION BILLED \$ 2. TOTAL FEES BILLED \$ 2. TOTAL SUPPLIES BILLED \$ NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." 1. CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1. CORRECTION 2. UPDATE BILLING MONTH | 4 CERTIFICATION | E SOCIAL SECURITY NUMBER |
| 1. TOTAL TUITION BILLED START 2. TOTAL FEES BILLED \$ NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | 4. CERTIFICATION | 3. SOCIAL SECONT I NOWIDEN |
| 1. TOTAL TUITION BILLED START 2. TOTAL FEES BILLED \$ NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | | |
| 1. TOTAL TUITION BILLED START 2. TOTAL FEES BILLED \$ NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | | |
| 1. TOTAL TUITION BILLED START 2. TOTAL FEES BILLED \$ NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | | |
| START 2. TOTAL FEES BILLED 3. TOTAL SUPPLIES BILLED \$ NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | SECTION B. | SECTION C. |
| END NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." LICERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | 1. BILLING PERIOD | |
| NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | START | • |
| NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | | |
| NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | | 2. TOTAL FEES BILLED |
| NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE 3. TOTAL SUPPLIES BILLED 4. TOTAL COST BILLED THE BEST OF MY KNOWLEDGE AND BELIEF DATE BILLING MONTH | | \$ |
| NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE 3. TOTAL SUPPLIES BILLED 4. TOTAL COST BILLED THE BEST OF MY KNOWLEDGE AND BELIEF DATE BILLING MONTH | END | ' |
| NOTE: When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | LIND | 3. TOTAL SUPPLIES BILLED |
| When submitting WIA billings to DESE the following must be adhered to. "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE DATE TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | | |
| "The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE ### A TOTAL COST BILLED \$ BILLING MONTH | | |
| The school may only bill for actual costs incurred. DOCUMENTATION IS REQUIRED FOR ALL EXPENSES AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | When submitting WIA billings to DESE the following must be adhered to. | |
| AND MUST BE ATTACHED TO DESE 2." I CERTIFY THAT THE INFORMATION REPORTED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF SIGNATURE PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | "The school may only bill for actual costs incurred. | |
| PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE DATE TELEPHONE NUMBER BILLING MONTH | | • |
| PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE DATE TELEPHONE NUMBER BILLING MONTH | | |
| PRINT NAME TELEPHONE NUMBER SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE TELEPHONE NUMBER BILLING MONTH | | 1 |
| SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | SIGNATURE | DATE |
| SECTION D. THIS SECTION TO BE COMPLETED BY THE DEPT OF ELEMENTARY & SECONDARY EDUCATION 1 - CORRECTION 2 - UPDATE BILLING MONTH | DDINT NAME | TELEPHONE NUMBER |
| 1 – CORRECTION 2 – UPDATE BILLING MONTH | PRINT NAME | TELEPHONE NUMBER |
| 1 – CORRECTION 2 – UPDATE BILLING MONTH | | |
| 2 – UPDATE | SECTION D. THIS SECTION TO BE COMPLETED BY THE | DEPT OF ELEMENTARY & SECONDARY EDUCATION |
| 2 – UPDATE | | |
| | | BILLING MONTH |
| MO 500-1246 (Rev. 3/08) | 2 0.0.112 | |
| MO 500-1246 (Rev. 3/08) | | |
| MO 500-1246 (Rev. 3/08) | | |
| | MO 500-1246 (Rev. 3/08) | |